



## Chapter 12 - Transportation

---

### 12.10 About Transportation Policies

---

12.10.05	Who must comply with these policies?	April 15, 2004
12.10.10	Agency responsibilities	April 15, 2004
12.10.20	State driver responsibilities	April 15, 2004
12.10.30	Special definitions	April 15, 2004

---

### 12.20 Agency Motor Vehicle Management

---

12.20.05	A state vehicle may only be used for official state business	April 15, 2004
12.20.10	Agency requirements related to motor vehicle management	July 1, 2006
12.20.15	Basic driving safety program requirements	July 1, 2006
12.20.20	Driving safety program requirements for specified drivers	April 15, 2004
12.20.25	Driving safety program requirements for 15-passenger vans	April 15, 2004
12.20.30	When may an agency permanently assign a state motor vehicle?	July 1, 2006
12.20.35	When may an agency permit an employee to use a state-owned or leased vehicle between duty station and home?	July 1, 2006
12.20.40	Maintenance and repair of state-owned or leased motor vehicles	July 1, 2006
12.20.45	Agencies must ensure information is available in the motor vehicle	July 1, 2006
12.20.50	What are the restrictions and responsibilities for using privately owned vehicles for official state business?	July 1, 2006
12.20.55	Commute trip reduction	April 15, 2004
12.20.60	When may an agency allow a state-owned motor vehicle to be used for commuter ride-sharing?	April 15, 2004

**12**  
**Transportation**

---

**12.30      State Motor Vehicle Driver Requirements**

---

12.30.10	State drivers must have valid driver's license	July 1, 2006
12.30.20	State driver responsibilities - state-owned or leased motor vehicles	July 1, 2006
12.30.30	What are the driver responsibilities and insurance requirements when using privately owned motor vehicles for official state business?	April 15, 2004
12.30.40	Procedures for reporting accidents	July 1, 2006

---

**12.40      Insurance Coverage and Related Requirements**

---

12.40.10	Insurance programs for state drivers	July 1, 2004
12.40.20	Insurance requirements and coverage for state drivers	July 1, 2006

---

**12.50      Acquisition, Rental, and Disposal of Motor Vehicles**

---

12.50.10	Specifications and requirements for motor vehicle purchases	July 1, 2006
12.50.20	How to purchase a motor vehicle	July 1, 2006
12.50.30	When may a rental motor vehicle be used?	April 15, 2004
12.50.40	How to rent a motor vehicle for less than 30 days	July 1, 2006
12.50.50	How to lease a motor vehicle for 30 days or more	July 1, 2006
12.50.60	Disposing of motor vehicles	July 1, 2006